



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING GED TESTING SERVICES

July 11, 2008

Contractual Positions (part-time 12-24 hours per month)

POSITION TITLE:	GED Examiner/Contractual
SALARY:	\$13.50 an hour
LOCATION:	Anne Arundel County, Allegany County, Baltimore County, Baltimore City, Carroll County, Cecil County, Charles County, Frederick County, Harford County, Montgomery County, Prince Georges County, Queen Anne's County, St. Mary's County, Washington County, and Wicomico County.
NATURE OF WORK:	These are professional contractual part-time positions located throughout the State of Maryland responsible for monitoring all activities relevant to GED Testing and for conducting testing sessions in accordance with GED Testing Service and MSDE policies and procedures.
DUTIES AND RESPONSIBILITIES:	Monitors GED Tests and complies with obligations by understanding and upholding the policies in the GED Examiners' Manual; maintains test security including a log of test booklet numbers and individuals to whom each booklet has been assigned; arranges and prepares test materials; verifies identity of each examinee and reconciles examinee records with test schedule information; follows test administration instructions, including timing requirements, as provided by the GED Testing Service of the American Council on Education and the GED Testing Section of the Department; reviews answer sheets and demographic forms to verify that the information has been accurately and completely provided by examinees; records and documents unusual circumstances or issues.
MINIMUM QUALIFICATIONS:	A Bachelor's Degree from an accredited college or university and must have some experience in teaching, counseling, evaluating, training, or testing at any level. NOTE: Applicants may not have current involvement in Adult Education instruction inclusive of GED, ESL, Adult Basic Education, and Adult Literacy Instruction.
ESSENTIAL REQUIREMENTS:	Knowledge of test administration and training concepts; knowledge of confidentiality policies; skill in providing and communicating clear directions; skill in organizing test materials and multiple tasks associated with test administration; skill in enforcing test policy and procedures; ability to communicate effectively; ability to monitor tester for a minimum of six (6) hours per session.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume, letter of interest and copy of their degree or transcripts. Resumes and any supporting documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Resumes and all supporting documents must be directed to the Staff Employment Section, office of Human Resources, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201 or faxed to 410 333-8950. For inquiries contact 410-767-0019, or TTY/TTD 410 333-3045, or visit our website at <http://marylandpublicschools.org>. Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and successful completion of the training for GED Examiners are required. Selected individuals must be available to work some evenings and weekends.

CLOSING DATE:

Open and Continuous.